



CONTRA COSTA COUNTY

Committee Meeting Minutes

Internal Operations Committee

Supervisor Diane Burgis, Chair
Supervisor Candace Andersen, Vice Chair

<https://cccounty-us.zoom.us/j/85280600959>
Call In: 888-278-0254 Conference code: 845965

Monday, December 9, 2024

11:00 AM

309 Diablo Rd, Danville
3361 Walnut Blvd, Suite 140, Brentwood
<https://cccounty-us.zoom.us/j/85280600959>
Call In: 888-278-0254
Conference code: 845965

The public may attend this meeting in person at either above location. The public may also attend this meeting remotely via Zoom or call-in.

Present: Diane Burgis and Candace Andersen

1. Call to Order

Chair Burgis called the meeting to order at 11:02 a.m. and introduced the Committee. In attendance were Mario DiPrisco, Chrystine Robbins, Timothy Ewell, Sarah Kennard, Enid Mendoza, Alicia Nuchols, Elizabeth Farrell, Adam Nguyen, Bob Campbell, Anissa Basoco, Villarreal, Chris De Dios, District II Office, District III Office, John Henry, Shane Reisman, Paul Detjens and Julie Enea.

2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to two (2) minutes).

No one requested to speak during the general public comment period.

3. RECEIVE and APPROVE the Record of Action for the November 14, 2024 Special Internal Operations Committee meeting. (Julie Enea, County Administrator's Office)

Attachments: [DRAFT IOC Record of Action 11-14-24](#)

Aye: Chair Burgis and Vice Chair Andersen

Result: Passed

4. CONSIDER recommending to the Board of Supervisors the appointment of Steven Piser to the Member of the Bar seat on the Public Law Library Board of Trustees for the one-year term of January 1 through December 31, 2025. (Julie Enea, County Administrator's Office)

Attachments: [Public Law Library Board of Trustees News Release 10-28-24](#)
[Steven Piser LL 11-20-24_Redacted](#)
[Steven Piser Biography](#)

Julie Enea presented the staff report and recommendation. The Committee met with Steven Piser, the sole applicant for the vacant seat, and decided to recommend him to the

Board of Supervisors for appointment effective January 1, 2025.**Aye:** Chair Burgis and Vice Chair Andersen**Result:** Passed

5. CONSIDER recommending the reappointment of Chris Cowen to the At Large 2 seat and Darryl Young to the At Large 3 seat on the Mosquito & Vector Control District Board of Trustees to new four-year terms ending on January 1, 2029. (Julie Enea, County Administrator's Office)

Attachments: [MOSQUITO VECTOR PRESS PUBLICATION 2024 CORRECT Cowen, Chris \(MVCD\) 11-22-24_Redacted Young, Darryl \(MVCD\) 11-20-24](#)

Julie Enea presented the staff report and recommendation. Neither applicant attended the meeting; however, as both applicants have been longtime appointees to the District board of trustees, the Committee decided to recommend both applicants to the Board of Supervisors for reappointment to new four-year terms.

This Consent Item was adopted as amended.

Aye: Chair Burgis and Vice Chair Andersen**Result:** Passed

6. INTERVIEW applicants for the Board of Supervisors Appointee seat on the East Bay Regional Parks District Park Advisory Committee for the two-year term of January 1, 2025 through December 31, 2026 and DETERMINE recommendation to the Board of Supervisors for appointment. (Julie Enea, County Administrator's Office)

Attachments: [PRESS PUBLICATION EAST BAY REGIONAL PARKS DISTRICT PARK ADV CTE 2024 Detjens, Paul \(EBRPD\) 11-21-24 DiPrisco, Mario \(EBRPD\) 10-28-24 Dunivan, Earl \(EBRPD\) 09-18-24 Fernandez, Roland \(EBRPD\) 01-25-24 Henry, John \(EBRPD\) 10-28-24 Iyall, Dakota \(EBRPD\) 11-01-24 Lehn, Angela \(EBRPD\) 11-05-24 Meza, Monica \(EBRPD\) 10-29-24 Reisman, Shane \(EBRPD\) 11-22-24](#)

Julie Enea presented the staff report. Four of the nine applicants attended the meeting to be interviewed: Paul Detjens, John Henry, Shane Reisman, and Mario DiPrisco. At the conclusion of the interviews, the Committee decided to recommend Paul Detjens to the Board of Supervisors for appointment.

Aye: Chair Burgis and Vice Chair Andersen**Result:** Passed

7. RECEIVE presentation on policy revisions to Administrative Bulletin 400 Position Management and Adjustments, formerly entitled Position Adjustments and CONSIDER providing direction to staff on any changes. (Enid Mendoza, County Administrator's Office)

Attachments:[Attachment A - Current Admin Bulletin 400](#)[Attachment B - DRAFT AB 400 Revised Dec 2024 IOC](#)[Attachment C - Summary of ALL Department Comment Submission Forms - Admin Bulletin 400](#)[Attachment D - AB 400 CAO presentation to IOC rev2](#)

CAO Senior Deputy Enid Mendoza presented the staff report and recommendations. The County Administrator's Office maintains personnel policies and practices to assist departments in their position and staffing needs to meet their service delivery mandates. Over the past 30+ years, updates to Administrative Bulletin No. 400 "Position Adjustment Requests" have been codified in a patchwork of resolutions and simple memoranda with no comprehensive policy review and update. The County Administrator asked the IOC to review administrative policy changes meant to clarify terminology, address countywide position management responsibilities and the types of position adjustments, clarify which position adjustments may be approved administratively, and affirm that the County Administrator will provide to the Board an annual reconciliation of position changes.

The Committee accepted the staff report and directed staff to forward the report to the Board of Supervisors for its information.

This Consent Item was approved.

8. REVIEW the Committee's work for 2024 and identify issues to be referred to the 2025 Internal Operations Committee. (Julie Enea, County Administrator's Office)

Attachments:[DRAFT 2024 Year End IOC Report](#)[2024 Year End IOC Report Out Listings](#)

Julie Enea presented the draft year-end report and recommendations. The Committee approved the draft annual report with the following modifications:

-Referral #10 Managed Care Commission is recommended to be terminated.

-No referral will be added at this time to examine whether or not the Agricultural Advisory Task Force should be reinstated.

-The report will be updated with actions taken by the committee today, specifically in regard to the CAO's Position Management Policy.

Aye: Chair Burgis and Vice Chair Andersen

Result: Passed

No additional meetings are scheduled for the 2024 Internal Operations Committee.

Adjourn

Chair Burgis adjourned the meeting at 12:15 PM.

General Information

This meeting provides reasonable accommodations for persons with disabilities planning to attend a the meetings. Contact the staff person listed below at least 72 hours before the meeting. Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the County to a majority of members of the Committee less than 96 hours prior to that meeting are available for public inspection at 1025 Escobar St., 4th Floor, Martinez, during normal business hours. Staff reports related to items on the agenda are also accessible on line at www.co.contra-costa.ca.us.

HOW TO PROVIDE PUBLIC COMMENT:

Persons who wish to address the Committee during public comment on matters within the jurisdiction of the Committee that are not on the agenda, or who wish to comment with respect to an item on the agenda, may comment in person, via Zoom, or via call-in. Those participating in person should offer comments when invited by the Committee Chair. Those participating via Zoom should indicate they wish to speak by using the “raise your hand” feature in the Zoom app. Those calling in should indicate they wish to speak by pushing *9 on their phones.

Public comments generally will be limited to two (2) minutes per speaker. In the interest of facilitating the business of the Board Committee, the total amount of time that a member of the public may use in addressing the Board Committee on all agenda items is 10 minutes. Your patience is appreciated.

Public comments may also be submitted to Committee staff before the meeting by email or by voicemail. Comments submitted by email or voicemail will be included in the record of the meeting but will not be read or played aloud during the meeting.

For Additional Information Contact: